



PA Master Position Report - Report Instructions



Use this report to view a complete listing of the positions and employees assigned to the selected organization. This report will assist the user with reviewing vacant positions, and employees with unknown race/gender designations. Pertinent employee information can be monitored using this transaction, as well. Specifically, an employee's employment status, sick months of service, salary, and also overtime designation are each available on the PA Master Position Report. Finally, Organizational Unit Chiefs and Reports To relationships are provided on this report.

With the variety of information available that should be monitored regularly, agencies should make preparations to review this report on a monthly basis.

1. From the main screen, type transaction code:
ZPAR004_POSITION.

2. Click the **Enter** button or press **Enter** to continue. The **PA Master Position Report** selection screen will appear.

3. **Object ID** – Place the cursor in the blank field provided and click in the field using the left mouse button. A menu button will appear to the right of the **Object ID** field.

4. Click on the menu button , and the **Choose Organizational Unit** window will appear. From this screen, the needed organizational unit can be accessed using one of two methods:

a. The Drill Down method:

- Use the arrows to drill down to the organization that you wish to run the report for.
- Once located, left click in the white box to the left of the organization name to select the organization. This will create a black checkmark within the white box.
- Select **Continue** to save this selection, and return to the selection screen.

b. The Search method:

- Use the find icon to open the **Organizational Unit** search window.
- Select the **Abbreviation and Name** tab.

PA Master Position Report

Objects

Plan version: 01 Current plan

Object type: 0 Organizational unit

Object ID: []

Search Term: []

Object status: []

Reporting key date: Today

Layout Selection: Layout

Choose Organizational unit

Name	ID	Code	Valid from	Valid to
Organizational structure				
Kentucky Human Resources Informa	O 10000001	00	01/01/1900	Unlimited
Kentucky Benefits Only	O 10009000	99990	01/01/1900	Unlimited
Commonwealth of Kentucky	O 10100002	01	01/01/1900	Unlimited
Legislative Branch	O 10100003	09	01/01/1900	Unlimited
Judicial Branch	O 10100004	19	01/01/1900	Unlimited
Executive Branch	O 10100005	29	01/01/1900	Unlimited
General Government Cabinet	O 10101118	31	01/01/1900	Unlimited
Transportation Cabinet	O 10101918	35	01/01/1900	Unlimited
Economic Development Cab	O 10102474	36	01/01/1900	Unlimited
Finance and Administration	O 10102499	39	01/01/1900	Unlimited
Tourism, Arts and Heritage	O 10102953	50	01/01/1900	Unlimited
Education & Workforce Dev	O 10104223	51	01/01/1900	Unlimited
Cabinet for Health and Fam	O 10104572	53	01/01/1900	Unlimited
Justice & Public Safety Cab	O 10105330	54	01/01/1900	Unlimited
Personnel Cabinet	O 10105869	55	01/01/1900	Unlimited
Labor Cabinet	O 10105914	56	01/01/1900	Unlimited
Energy and Environment Ca	O 10106000	57	01/01/1900	Unlimited
Public Protection Cabinet	O 10106299	58	01/01/1900	Unlimited

Organizational unit (1)

Search Term: **Abbreviation and Name** Search Term with Restrictions Free search


Object abbreviation: []

Name: []

Language Key: EN

- Left click in the Name field. From this field, the name of the organizational unit can be typed. A wildcard * can be utilized to assist with this search.


- Select *Start Search*  to begin the search.

- Once the new *Organizational Unit* window appears, left click within the white box to the left of the appropriate organizational unit, and then select Copy .

Abbreviat	Name	L	PV	OT	ObjectID
10010	ECONOMIC DEVELOPMENT AND TOURISM	EN	01	O	10100069
31112	ECONOMIC DEVELOPMENT BRANCH	EN	01	O	10101804
36	ECONOMIC DEVELOPMENT CABINET	EN	01	O	10102474

- The Choose Organizational Unit window will appear. Left click in the white box to the left of the organization name to select the organization. This will create a black checkmark within the white box.

Name	ID	Code	Valid from	Valid to
Organizational structure				
Kentucky Human Resources Informa	O 10000001	00	01/01/1900	Unlimited
Kentucky Benefits Only	O 10009000	99990	01/01/1900	Unlimited
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Transportation Cabinet	O 10101918	35	01/01/1900	Unlimited
Economic Development Cab	O 10102474	36	01/01/1900	Unlimited
Finance and Administration	O 10102499	39	01/01/1900	Unlimited
Tourism, Arts and Heritage	O 10102953	50	01/01/1900	Unlimited
Education & Workforce Dev	O 10104223	51	01/01/1900	Unlimited
Cabinet for Health and Fami	O 10104572	53	01/01/1900	Unlimited
Justice & Public Safety Cabi	O 10105330	54	01/01/1900	Unlimited
Personnel Cabinet	O 10105869	55	01/01/1900	Unlimited
Labor Cabinet	O 10105914	56	01/01/1900	Unlimited
Energy and Environment Ca	O 10106000	57	01/01/1900	Unlimited
Public Protection Cabinet	O 10106299	58	01/01/1900	Unlimited

- Select *continue*  to save this selection, and return to the selection screen.

5. *Reporting Key Date* – Place the cursor in the blank field provided and click in the field using the left mouse button. In this field, key the date that the report should be ran for. (Format MM/DD/YYYY)

6. Click the Execute button .

7. The report displays.

Cabinet	Cab Org	Department	Dept Org	Division	Div Org	Branch	Branch	Sec	Sec	Unit	Unit	Pers.No.	Employee/App'l Name	Incr Date
Economic Development Cabinet	10102474	Department for Business Development	10102488									145678	John Doe	01/01/2016
Economic Development Cabinet	10102474	Department for Business Development	10102488	Division of Small Business Services	10102494								Position Vacant	

Job Title	Job key	Position	Sub	Salary	Gr	OT	Status	EType	Und	Month	Year	Race	Gender	County	Reports to	Reports to Position	Reports to	Reports to Holder	Chief	Chief Org Unit Desc	MOS
Administrative Specialist III	20001827	31001245	1001	3500.	12	C	Status	F		01	1960	White	Male	Franklin	31001237	Commissioner	123456	Comm. Name			43.0
Economic Development Directo	20001935	31001246	1000	0.000	19				X					Franklin	31001237	Commissioner	123456	Comm. Name	10102494	Division of Small Business Services	